

# Reaching Out in Region 4

## Effective Staffing Practices

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### In this issue:

Road Tested/Three Steps for Hiring Future All Stars	1
Teacher Selection Counts: Six Steps to Hiring	1
ECA Updates	2
Resources	2

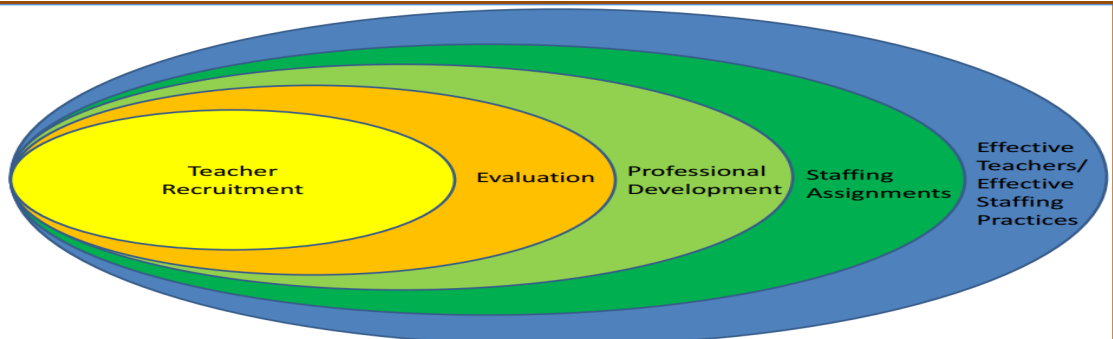
### Road Tested / Three Steps for Hiring Future All-Stars

There are three key steps that can help any educational institution hire excellent candidates with the future in mind. First associate the applicant with action. Any applicant can sound proficient when answering standard questions, but not all can rise to the top when they are put into action. To take the hiring process to the next level have your applicants teach a demo lesson that includes lesson planning, facilitating the lesson, and writing a reflection or have a discussion about their experience with school staff. In a "flipped version" of the interview applicants might be assigned a task in advance of the actual interview such as reviewing your school's curriculum map to develop a unit plan.

Secondly, broaden your base by including representatives from all of your stakeholders to increase buy-in for the new staff member. It also enables the voices of all stakeholders to be heard in the hiring process and helps add to the collaborativeness of your school community.

Thirdly, review your current hiring practices to ensure you are truly utilizing the best research based practices available and looking for the best candidates to take your students into their future.

[Fred Ende](#)



*Teacher  
 Quality is the  
 #1  
 Determinant of  
 Student*

### The Essential Components of an Effective Staffing Practice

#### Teacher Selection Counts: Six Steps to Hiring

First train your current staff through effective professional development activities to maximize what they can do then employ effective staffing practices to fill specific needs.

1. **RECRUIT:** Finding the best candidates is not someone else's job. Be creative and cast a wide net to get the word out that you are looking for an outstanding candidate to come to your outstanding school.
2. **SCOUR:** When the applications come in go through them with a fine toothed comb. Know specifically what you are looking for and look for it.

3. **COLLABORATE:** Involve all the key players to help you define the key characteristics you are looking for, comb through the applications, interview the selected candidates and give their opinions on which applicant shines above the rest.
4. **ELICIT:** be sure to elicit the information you really want during the interview. Plan ahead and ask the key questions that will give you the information you need. Don't be afraid to have the candidates do some on the spot writing to ensure the information you already have is authentic.

5. **SCRUTINIZE:** Once you have narrowed the field to one or two check all references carefully. Dig into their past and gather every bit of information you can.
6. **ENSURE:** Don't sit on the fence. If you are not sure eliminate. The answer should always be "NO". It's best to hire a qualified sub and start over to ensure you have the right person in the right position. Your students deserve nothing less than the best.

[Pete Hall](#)

*Collaboration means the  
 teacher no longer provides the  
 answers but instead provides  
 the questions to cause the  
 students to dig deeper.*

*Charity Stephens*

Blueprints and Instructional Guidance documents for ECA's are available on the DOE website at the following link:

<http://www.doe.in.gov/assessment/en>

Please note the additional resources that are also available at the above

- [Accommodations Resource Guide and Toolkit](#) 
- [Adult Retest Opportunities Information](#) 
- [Algebra I Acceptable Graph Paper for Accommodations](#) 
- [Algebra I Calculator Policy](#) 
- [Algebra I Depth of Knowledge PowerPoint](#) 
- [Algebra I Gridded Response Blank Sheet](#) 
- [Algebra I Reference Sheet](#) 
- [Biology I Depth of Knowledge PowerPoint](#) 
- [Common Questions About ECAs](#) 
- [ECA Cut Scores](#) 
- [ECA Guide to Test Interpretation](#) 
- [ECA Testing Requirements Guidance](#) 
- [English/Language Arts Rubrics](#)
- [English 10 Depth of Knowledge PowerPoint](#) 
- [Meeting the Assessment Requirement for Graduation/Waiver Process](#)
- [Statewide ECA Results](#)
- [Service Point](#) 

## Important Information Regarding ECA's

Local testing windows for Late Winter and Spring will include *additional days*.

For **Late Winter 2015**, Questar will increase local testing windows **by two days** to accommodate the additional English 10 test session (writing prompt pilot) for all English 10 testers.

For **Spring 2015**, schools may register for **extra testing days** to accommodate the supplementary college- and career-ready items—***one additional session for Algebra I*** and ***two additional sessions for English 10***—that are **required of grade 10 testers during the Spring 2015 window** ECA Support: 1-877-424-0322 or ECASupport@Questari.com

## Family and Community Engagement

The IDOE Family and Community Engagement initiative is being rolled out in January 2015. The vision of the FACE initiative is to assist the Division of School Improvement with an intentional approach to family and community engagement. Our mission is to serve all Indiana schools, including Focus and Priority Schools, with improving their family and community engagement initiatives. In addition to identifying and designating applicable schools as "Family Friendly," we will create and share a statewide framework for Family and Community Engagement.

If you have any questions or in need of additional support in the area of Family and Community Engagement, please contact:

Leroy Robinson  
Director of Family and Community Engagement  
Indiana Department of Education  
South Tower, Suite 600  
115 West Washington Street

## Resources

### [Video Overview of Effective Staffing Practices](#)

[Additional Resources available on the DOE/Outreach Page](#):: See List of available

- [Teacher Preparation Programs in Indiana](#)
- [Teaching Candidate Demonstration Lesson Example](#) 
- [Indiana Code](#) 
- [Educator Effectiveness](#)
- [Empowering Teacher Effectiveness](#) 
- [Creating Effective District PD plans - A Learning Paper](#) 
- [Learning Forward - Professional Learning Plans for Schools and Districts](#) 
- [Lesson Studies as Professional Development](#) 
- [School Professional Development Plan Template](#)  (adapted from the [State of New Jersey](#)) 
- [AIR Staffing Practices](#) 

### [Four Ways to Give Effective Feedback to Teachers](#)

### [The Evolution of the Teaching Caveman](#)

### [The Truth About the Teacher Mindset](#)

### [Why Quality Professional Development Matters](#)

### [Knowledge and Skills Inventory to Assess School's Staffing Strengths and Needs](#)

### [PK-3 Writing Instruction Resources](#)

### [Five Ways to get Students to Listen](#)

### [Thinking Notes: A Strategy to Encourage Close Reading](#)

### [Teaching Literary Analysis](#)

### [Six Scaffolding Strategies to Use With Your Students](#)

### [From Entrée to Spice The Promise of Assessment](#)

### [The Must Dos of Vocabulary Instruction](#)

### [Winter Weather Instructional Time FAQ](#)

### ECESC Upcoming Events:

Jan. 29- Textbook Fair-7:30 AM-2:30PM

Feb. 5-Helping Students Meet the Social Studies Literacy Standards 6-12-9:00AM-3:00PM